

ORDERS PROCESSING SECTION

MARINE FORCES RESERVE, INSTALLATION PERSONNEL ADMINISTRATION CENTER

1st Quarter FY17 Newsletter

Purpose

The Orders Processing Section (OPS) within Marine Forces Reserve IPAC is charged with providing accurate and timely processing of travel claims for those units currently supported by the IPAC. The purpose of this newsletter is to

serve as a medium between OPS and those members we support by relaying any news or updated policies and/or procedures that would facilitate the liquidation of a member's travel claim.

Trends

As we wrap FY16 and roll into the 1st quarter of FY17, I want to thank everyone for their continued patience and

support. During the 4th quarter of FY16 we authenticated over 4,085 orders and processed over 2,794 travel

MAKE YOUR 2016 W2
ACCURATE. SUBMIT YOUR
2016 TRAVEL CLAIMS BEFORE
THE END OF THE YEAR.
CONTACT OUR CUSTOMER
SERVICE CENTER AT 1-800-255-
5082 FOR ASSISTANCE.

claims. The end of the calendar year is fast approaching, please ensure that you and you Marines have submitted all of their travel claims to ensure they get credited for their 2016 income

tax return. During the month of December we will be doing one last scrub of 2016 orders without travel claims. On or

about 15 December, any orders without a corresponding travel claim will have their In-Progress

Payments deleted. Our Missing Travel Claim Report is sent out every week to all MSCs in MarForRes.

Travel Claim Trends:

- The information provided on the DDForm 1351-2 continues to

ADMIN NOTES AND POINTS OF CONTACT

Did You Know?

The MFR IPAC Orders Processing Section's public website has many helpful tools for travelers, order writers, and administrators? Follow the link to success:
http://www.marforres.marinemil/GeneralSpecialStaff/g1/Deployment_Section.aspx

Points of Contact

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be the biggest problem when it comes to processing travel claims to include missing information or the appropriate boxes not filled in correctly (i.e. mode of travel). On our public we have provided a step by step checklist from the Quantico Disbursing Office for your assistance as well as a block by block video on the MarForRes YouTube channel linked on our site.

- Missing orders with travel claim submission. Although our clerks have the ability to print off the set of orders that pertain to each travel claim, orders without the member's signature are not valid. All MROWS orders

must have the member's signature dated after the authentication date (upper right hand corner of orders) but prior to the start date. In the event there are no dates between authentication and start date, use the authentication date when signing your MROWS orders.

Orders Trends:

- Any type of MROWS orders with entitlements authenticated after the start date are Confirmations Orders and will require MarForRes approval before the Disbursing Office will process the travel Claim. Examples of Confirmation

Orders are posted on our public website.

- Government quarters and messing not being directed at military installations.

Government quarters and messing need to be directed per JTR, par. 2565. Marines must obtain a CNA IOT reside out in town.

- Hard hold issues not being addressed in the order writer comments (PHA/HIV/PMA, unsettled orders etc.). If the unsettled orders have been settled, the order writer needs to annotate it, by providing the DOV number, claim pending at finance DOC ID, or EPAR #.

Thank you for taking a minute out your busy schedules to read this newsletter. Together we can ensure that Travel Pay does not hinder Mission Accomplishment. If there are any questions about common trends detected, or implementation of policies or procedures, please feel free to contact the individuals listed in this newsletter.

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